

**THE ELLSWORTH SCHOOL DEPARTMENT**  
**COMMUNITY USE OF SCHOOL FACILITIES**  
**ADMINISTRATIVE PROCEDURE**

The Ellsworth School Department (ESD) encourages the responsible use of school facilities and athletic fields in accordance with the following procedures.

- A. All requests for use of facilities/fields will be made at least two weeks prior to the date of use. All requests should be directed to the building principal or designee. School Department use of facilities will take priority over any other use.
- B. All groups will be responsible for any custodial expenses and/or kitchen expense above the established facility costs and in the event that additional clean-up or repair to facility or equipment is necessary. The custodial and kitchen staffing fees shall be based on the work and contractual agreements.
- C. A custodian must be on hand anytime an indoor facility will be used and a custodial fee will be charged for times beyond regular custodial schedule. Use of the kitchen and equipment will require the presence of an employee of the ESD food service staff during the times of kitchen use. This provision may be waived if the use of kitchen equipment is not necessary.
- D. In the use of school grounds and facilities, the responsible party, and participants, shall not hinder or interfere with ESD's compliance with applicable laws, regulations, and ordinances issued by the Federal, State, or Local governments.
- E. The number of persons admitted to the school facility shall not exceed the lawful capacity of any room, auditorium, gymnasium, or facility and will be responsible for any additional charges associated with any additionally required public safety.
- F. The person/organization using the facilities will be responsible for any damages to property and equipment, theft of property, or injury to any person(s) resulting from the use of the facility or fields. For any activity involving risk, Proof of insurance is required in the amount of \$1,000,000.
- G. No changes of any kind shall be made to the electrical system or facility structure without prior written approval of the director of facilities. Any decorations must be assembled in a manner that will not damage the surfaces of the facilities. Clean up of the decorations will be the responsibility of the person or organization using the facility.
- H. Possession and use of alcoholic beverages are prohibited on school property, including athletic fields. Smoking is prohibited in all buildings and on all school property at all times.
- I. The use of the ESD facilities by the City of Ellsworth shall be without charge.
- J. The use of ESD facilities by civic organizations for the purpose of providing educational or recreational services that benefit Ellsworth citizens or Ellsworth School Department students shall be rent free. A custodian is required to be on duty whenever the buildings are used and the associated costs may be charged to the organization. Charges in accord with this item shall be to cover Ellsworth School Department expenses.
- K. Requests for use of ESD facilities and grounds by entities outside of ESD and by for profit entities shall be charged a per day fee, based on the following schedule. The ESD Superintendent is authorized to negotiate fees for facility use that may be beyond the scope of the published rates, so long as the negotiations do not undermine the intent of the ESD policies associated with facility use. Users shall be categorized as follows:

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1. School and school associated, to include the City of Ellsworth and non-profit civic organizations whose purpose includes recreational or educational services/programs to benefit Ellsworth citizens or Ellsworth School Department students – no fee
2. Non-Ellsworth based non-profit Civic organizations, non-school oriented services/programs – reduced fees
3. Private and/or political – full fees
4. For Profit organizations – full fees

Charges are based on a usage period of 3 hours. A pro-rated charge may be applied for time periods less than or greater than 3 hours.

<b>Facility/Space</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
EHS Gymnasium	No charge	\$50	\$100	\$ 100
EHS Cafeteria	No charge	\$50	\$100	\$ 100
EHS Cafeteria & kitchen	No Charge	\$75	\$150	\$150
EHS Café	No charge	\$50	\$100	\$ 100
EHS All Purpose Room	No charge	\$50	\$100	\$ 100
EHS Theater/Performing Arts Center – See Attached KF-A				
EEMS Large Gymnasium	No charge	\$50	\$100	\$ 100
EEMS Small Gymnasium	No charge	\$50	\$100	\$ 100
EEMS Cafeteria	No charge	\$50	\$100	\$ 100
EEMS Cafeteria & kitchen	No charge	\$75	\$150	\$ 150
HCTC Cafeteria	No charge	\$50	\$100	\$ 100
HCTC Cafeteria & Kitchen	No charge	\$75	\$150	\$ 150
Site Specific Classrooms	No Charge	\$25	\$50	\$ 50

**Other Costs:**

Custodial	No Charge	Actual costs for 2, 3, and 4
Technician	No Charge	Actual costs for 2, 3, and 4
Food Service	Actual costs for 1, 2, 3, and 4	
Security	If additional security is required, user shall pay actual costs.	

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- L. No tickets shall be sold, nor shall notices of lectures, concerts, or other entertainments for amusements of any kind be given in any school building without the permission of the Superintendent.
- M. No group using the facilities will have access to the school equipment unless previously approved by the building administrator. Should the group have permission to access equipment, they shall be responsible to return equipment in the same condition as when borrowed.

**Adopted: April 14, 2015**